



iMAP Quick Reference

The New Navigation Toolbar:



Full Map: Immediately zooms the map out to the area of all features and layers.



Zoom In: Using left mouse button, click on map to zoom in. You can also drag a rectangle with left mouse button and release to zoom in to a specific area. You can also now zoom in using mouse wheel.



Zoom Out: Using left mouse button, click on map to zoom out. You can also drag a rectangle with left mouse button and release to zoom out. You can also now zoom out using the mouse wheel.



Pan: Click and hold the left mouse button on the map, and drag the map. The map will be re-centered, with the location dragged to the location you dropped it.

The Main Toolbar:



Map Content: Activates the "Map Content" box which allows you to turn on/off specific layers in the map.



Bookmarks: Allows you to create, navigate or delete saved views.



Identify: Activates the "Identify" box, which will allow you to pick a specific layer to identify, a buffer distance, and a selection method (point/line/polygon/etc). You will then be able to click on that specific feature in the map, to see its given attributes and information.



Measure: Measure distance or area using lines/polygons. Also allows for Latitude/Longitude point lookup.



Markup: Add labels, shapes or graphics to the map.



Find: Search for Latitude/Longitude, Address or Parcel.



Print: Activates a new window to allow you to print the map.



Save Image: Saves basic screenshot of map.

Kent County iMAP User Guide

I. Map Content



Note → The Map content window by default is turned on. You have the option to turn it off if it impairs your view of the map. Simply click the map layers button to bring it back.

1. There are more layers listed under Kent County Layers. Simply click on the arrow to expand the layers that are available to you.
2. Some of the layers may be grayed out. This simply means that they are not available to be turned on at the zoom level you are currently at. Zoom into the map and the layers will become a darker color indicating that they are available to turn on.

II. Bookmarks



Bookmarks are used to save a location often viewed without having to use the 'Zoom In' tool.

1. Click the bookmarks tool to open a new window.




- a. You'll see that there is already a list of predefined bookmarks available. These will allow you to zoom to a City or township with one click.

2. You have the ability to add your own bookmarks.



3. Zoom to an area of interest and open the bookmarks tool. Click the Add Bookmark button shown above. This will add a bookmark at the bottom of the list.

Note → Bookmarks are saved as Cookies in your internet browser. If you delete your cookies, or your internet history, these bookmarks will also be deleted.

4. Removing custom bookmarks is very easy. Simply click on the red  next to the bookmark name and it will be removed.

III. Identifying a Feature



You have the ability to identify features in the map with 5 different selection options. You also have the ability to change what you are trying to identify with a drop down list.

1. Choose which layer you are trying to Identify from. The parcel layer is set as the default. The options for identifying and a brief explanation are listed below.



- Point – Click anywhere on the map and it will return the results of that one point.
- Polygon – Click the mouse once to start, click again to add vertices, and double click to end the drawing.
- Freehand – Click and hold the mouse and draw any shape or line that you want.
- Straight Line – Single click to start the line, single click to add vertices and double click to end the line.
- Rectangle – Click and hold the mouse and draw a rectangle. Release the mouse to complete the drawing.

2. After you have completed your selection you should see a window with Results. Results are based off from your layer of choice, and the results returned are from anything that your line/polygon touches.



3. Notice that the PPN on the right is highlighted in the above picture. This hyperlink is connected to www.AccessKent.com and will take you to the Property Parcel Summary Page.

4. There are options to delete, clear or go back to search.



- Clear results – Clears all results and graphics, plus it takes you back to the search options.
- Delete Graphics (trash can) – Deletes the line or polygon that you have drawn on the map, but the results window stays active.
- Back to Search – Keeps your results from the previous identify and keeps the graphics drawn. This allows you to do multiple identifies on top of each other.

IV. Using the Measure Tool



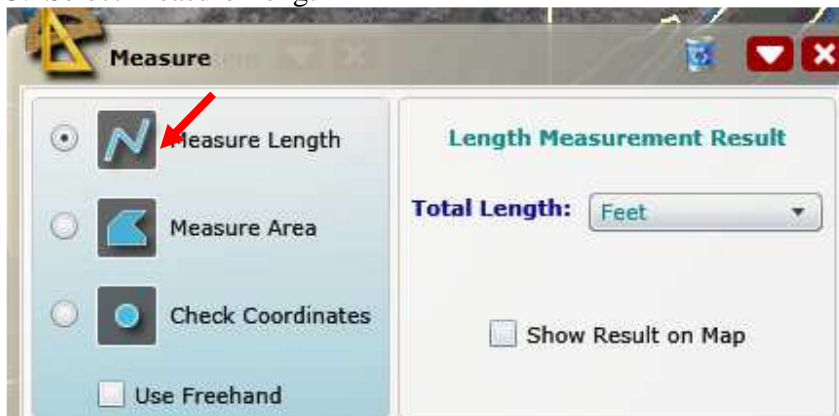
Note→ It is recommended that you have located the area of interest and have completed your zooming prior to starting the measurement tool. Not doing so may cause some confusion in the application.

1. Locate area to be measured

2. Select the measure tool



3. Select Measure Length



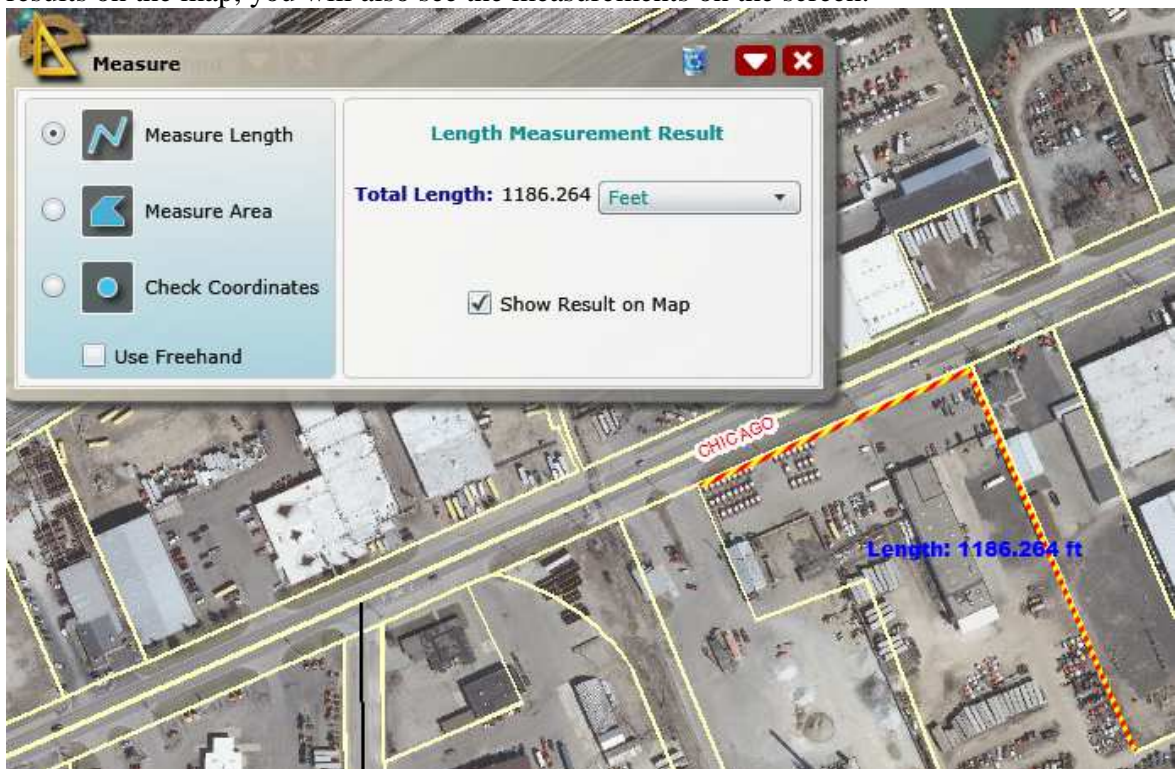
4. If you would like the results to show on the map, select Show Result on Map



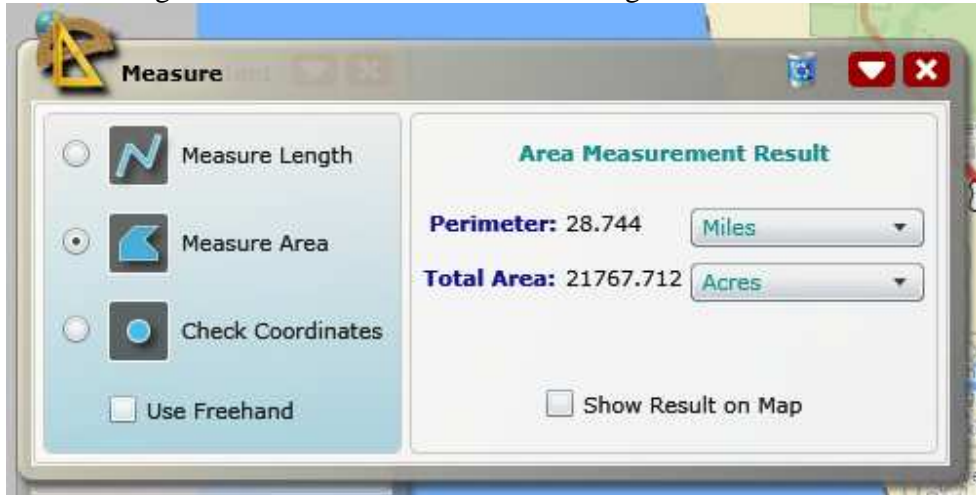
5. Left Click on the map to start the measurement (**do not double click**)

For each click, a vertice will be added where you can change the direction of your line
When completed, double click to see the total measurement of the line segment(s)

6. The measurements are displayed in the Measure tool as show below. If you selected to show results on the map, you will also see the measurements on the screen.



7. Measuring an area works the same as measuring a line.



8. Change all of your settings prior to measuring on the map.

- Once again, click once to start the measurement, click again to add vertices and double click to end your measurement.

9. If you would like to print out the map with the measurements, be sure to select the print button **prior** to closing the Measure Tool. If you close the Measure Tool, the graphics on your map are removed.



If you would like to clear the graphics/measurements that are displayed on your map, click the Clear Graphics button (Note – this does not remove the measurement displayed in the dialog box. That measurement changes when you measure a new line. This only removes measurements you added to your map and the lines that were drawn on your map.)



V. Markup Tool



1. This tool allows you to add graphics to the map such as symbols and text.

Note → If you close the Markup window all of the graphics will be lost.

VI. Find Tool



1. The find tool allows you to search 5 different ways.

Find

☒ Parcel Number (PPN) ☐ Property Address
☐ Geocode Address ☐ Coordinate Search
☐ Township/Range

Parcel Number Search

Parcel Number:

Formats
xx-xx-xx-xx-xx
xxxxxxxxxx

Search **Clear**

- PPN – Allows you to search by parcel number
- Geocode Address – Allows you to search for an address based off from a street range. This will take you to the closest match on a street segment. It will not place the point on the exact parcel, rather on the street near the property.
- Township/Range – Allows you to look up a specific Range, Section or Quarter Section.
- Property Search – This search pulls from the tax records database and uses the exact taxable address listed, not the mailing address. (This will not find address that fall within an apartment complex)
- Coordinate Search – Allows you to input an X (latitude) and Y (longitude) coordinate.

2. After you've put in your criteria for searching you should see a results window pop up.

Find

[Back to Search](#) **Results: 1 Matches**

	PPN	Owner	Address
Zoom Info	412403100008	ALTOGAS INC	6040 ALDEN NASH AVE SE

- Zoom – Zooms you to the location of the search results and highlights the property in red.
- Info – Takes you to the Property Parcel Summary page on AccessKent.
- Back to Search – Starts your search all over again.
- Clear Graphics (trash can) – Removes the red highlight around the property but keeps the results active.

VII. Print Tool



This tool allows you to print the map. You can also specify the layout, the title, etc. It places Kent County's disclaimer at the bottom as well.

VIII. Save Image



This tool allows you to save the image on the screen to your local computer. You'll need to name it and select a location.